



For immediate Release
March 28, 2014

Request for
Qualifications

Introduction:

The City of Burlington seeks Qualifications for consultants to provide Environmental Services relating to soil management for the Waterfront Access North (WAN) project. The Consultant will work with the Burlington Public Works Department and the Community and Economic Development Office (CEDO) prior to construction, during construction and post construction of the Waterfront Access North Project. WAN is primarily a multimodal transportation project that includes various public facilities such as a new Skatepark along with undergrounding of utilities within the project area. It is located on the northern end of Burlington's Waterfront Park and west of the railroad tracks.

The project area is owned by the City of Burlington, and includes land occupied by the Burlington skate park, a portion of the Burlington Bike Path, portions of Lake Street and Penny Lane, parking and grounds of the Burlington Water Department and Burlington Department of Public Works (BDPW) water pumping facility, and grounds and electrical infrastructure of the Burlington Electric Department (BED) and Green Mountain Power (GMP).





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**CITY OF BURLINGTON
DEPARTMENT OF PUBLIC WORKS**

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The site is listed as #20053357 on the Vermont Department of Environmental Conservation Sites List. It includes several releases and includes an active PCF site. The project area is known to have the following types of contamination present: arsenic in the shallow soil within the entire project area, polycyclic aromatic hydrocarbons (PAH) in the shallow soil within the entire project area, petroleum in soil and groundwater under Penny Lane and the BDPW parking lot, and chlorinated volatile organic compounds (VOCs) in groundwater in a small plume off the north side of the Moran Plant.

The City will contract with a firm that identifies highly experienced personnel for work on the project. This may mean a departure from the business model of delegating down for field work and reporting. The City seeks to work only with highly qualified personnel for all aspects of the work, all with solid references and many years in the field. Please carefully consider which resumes you submit, as this will define your proposal for the individuals that would conduct work for this City under this solicitation.

Project Background:

This project will be funded through multiple local, state and federal funding sources. Specific responsibilities for this project are anticipated to include, but are not limited to: assistance with the preparation of plans through to final design and development of plans, specs and estimates; management and administration of Petroleum Clean-up fund activities; communications with and between the City and the Department of Environmental Conservation; environmental oversight of active construction including testing and reports.

The selected consultant will have expertise in environmental consulting in the areas of hazardous and petroleum site assessment and cleanup.

The following documents are available on request:

Moran Center and Waterfront North Corrective Action Plan (CAP), SMS Sites #2005-3357 and #90-0540 - - August 24, 2011

Amendment 1 to the August 24, 2011 Moran Center and Waterfront North Corrective Action Plan (CAP), SMS Sites #2005-3357 and #90-0540



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SITE-SPECIFIC QUALITY ASSURANCE PROJECT PLAN ADDENDUM 1(Revision 1)

EPA QA Tracking: RFA 13071 --Soil Assessment and Management Plan Waterfront Access North, June 5, 2013

QAPP Addendum 2 (Revision 2)- Soil Assessment and Management Plan, Waterfront Access North. Burlington, Vermont (Phase II) March 27, 2014

I. SOQ Format

The City seeks to work with individuals with deep experience in environmental consulting. All consultants or consultant teams will be required to prepare a Statement of Qualifications (SOQ)/Technical Proposal and Financial Information s part of this submission. In order to be considered responsive to this RFQ, each proposal must conform to the following requirements. The consultant shall:

- ▶ Submit three (3) copies of the SOQ/Technical Proposal (see requirements below) in one sealed package. The SOQ/Technical Proposal must be double sided with no acetate or plastic covers.
- ▶ Submit one copy of the required Financial Information (see requirements below) in a sealed, separate package.
- ▶ Clearly indicate the following on the outside of each of the three sealed packages:

Project name (Waterfront Access North Project: Environmental Services);
Envelope contents (SOQ/Technical Proposal and Financial Information); and
Name and address of the prime consultant.

Submissions must be received by 2:00 p.m., Tuesday, April 15, 2006 at:

Burlington Department of Public Works
ATTN: Kirsten Merriman Shapiro
645 Pine Street, Suite A
Burlington, VT 05401

Proposals received after the deadline will not be accepted.

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Questions regarding this RFQ should be directed to:

Kirsten Merriman Shapiro
Burlington City Hall
149 Church Street
Burlington, Vermont 05401
802-865-7284
kmerriman@burlingtonvt.gov

A. SOQ/Technical Proposal Requirements

The Technical Proposal should demonstrate that the Proposer understands the intent and scope of the project, the character of the deliverables, the services required for their delivery, and the specific tasks that must be performed in the course of supplying these services. In addition, the qualifications of the Proposer to supply the required services must be demonstrated. Consultants will be evaluated on technical expertise, length of time in the field, and past performance. In order to assist in the evaluation process, please include the following information in the technical proposal:

Cover Letter

This section should provide a brief introduction along with an overview of the Proposer's understanding of the nature of the work and approach to be taken.

Introduction to the Consultant Firm(s)

Proposers shall provide the following information relative to their firms. Similar information must be provided for each sub-consultant or each member of a joint venture.

1. Firm name and business address, including telephone number and email contact.
2. Year established. Include former firm names and year established, if applicable.
Identify the state in which the firm was organized or incorporated.
3. Type of ownership, and name and location of parent company and subsidiaries, if any.
4. Indication of whether the firm is licensed to do business in the State of Vermont, which is a requirement of the project.
5. Number of full-time employees. Part-time employees or consultants routinely engaged by the Respondent may be included if clearly identified as such. (Note: individuals who would work on this project MUST have resumes included in the submittal)

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6. A description of the firm's general qualifications, including experience with similar types of rate schedule contracts.
7. A description of the specific skills and services the firm offers. (For example, traffic engineering, land surveying, landscape design, etc.)

Qualifications and Experience of Key Staff

Proposers shall identify the individuals assigned to this project and include the function and/or responsibility of each of the identified individuals. Experience summaries of these individuals shall be provided, with emphasis on previous experience on similar projects in similar roles. Emphasis is on experienced staff, delegation of tasks to less experienced personnel whose resume is not included will not be allowed. Resumes may also be included as an appendix. This section should include a discussion of the firm's ability to respond to requests in a timely manner.

References

The respondent shall submit names, addresses, and current phone numbers of at least three references familiar with the consultant's ability, experience, and reliability in the performance and management of projects of a similar nature.

B. Financial Information Requirements

A table showing current billing rates shall be included in the proposal. This table shall include hourly and overtime rates for all classifications of personnel who are proposed to be utilized under this contract. These rates shall be presented and broken down by direct labor costs per class of labor, overhead cost, and total cost. This cost proposal information shall be placed in a separate envelope and the contents clearly labeled as specified above.

II. Consultant Selection Procedure

A. Selection of Consultants

Review of Written Proposals

The SOQ/Technical Proposals will be evaluated considering the criteria listed below by a selection committee consisting of representatives of CEDO and DPW. The selection of a qualified firm will be based on the following criteria:

- ▶ Qualifications of the firm and the experience of specific personnel (including any subcontractors) to be assigned to this project and their experience completing similar

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- projects. (40 Pts.)
- ▶ Clarity of the proposal, skills available, and expertise with specific skills. (35 Pts.)
 - ▶ Demonstration of overall project understanding and knowledge of the local area. (15 Pts.)
 - ▶ Completeness of submitted proposal with all elements required by the RFQ (10 Pts.)

The technical proposals will be reviewed, discussed and ranked. Cost proposals will then be reviewed for consistency with, and in light of, the evaluation of the technical proposal. The City reserves the right to seek clarification of any proposal submitted and to select the proposals considered to best promote the public interest.

All proposals become the property of the City upon submission. The cost of preparing, submitting and presenting a proposal is the sole expense of the consultant. The City reserves the right to reject any and all proposals received as a result of this solicitation, to negotiate with any qualified source, to waive any formality and any technicalities or to cancel the RFQ in part or in its entirety if it is in the best interest of the City. This solicitation of proposals in no way obligates the City to award a contract.

The City will select a consultant based on the SOQ package, current workload and/or past performance. The City reserves the right to make selection decisions on the basis of past performance.

The selected firm, in consultation with the City, will develop the project specific scope of work and cost proposal, which will include the following items:

- ▶ Scope of Work
- ▶ Project organization (listing of specific staff and availability of resumes not necessary)
- ▶ Project costs itemized by staff hours and subcontracting estimates

The City will negotiate a contract with the selected firm.

III. Standards

The consultant shall comply with all DEC and EPA standards, specifications and policies. The consultant shall maintain a file containing all correspondence pertaining to the project and shall prepare all necessary sampling, testing and reporting pertaining to the project. The City will be included as a recipient of all project correspondence.

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All documents and plans, in either paper or electronic format, shall be the property of the City upon completion of the project or termination of the contract.

All materials to be utilized at public meetings or hearings shall be reviewed and approved by the City Project Manager at least 72 hours prior to the meeting.

The consultant shall abide by any existing legislation and regulations.

IV. Schedules and Submittals

The consultant shall submit and maintain a schedule with specified milestone dates for the project. The schedules must allow for necessary review periods for all parties involved with the project.

The consultant shall submit invoices with a written, detailed status report on each project on the first of each month to the City Project Manager, who reserves the right to request supplemental information to ensure appropriate project progress.

V. ADDITIONAL INFORMATION

The consultant will submit monthly invoices accompanied by brief, written progress reports when the project is active.

All proposals become the property of the City upon submission. The cost of preparing, submitting, and presenting a proposal lies solely with the proposer.

The consultant and any sub consultants shall comply with Burlington's Livable Wage Ordinance, Women and Minority Owned Business Ordinance, Union Deterrence Ordinance and Non-outsourcing Ordinance.

The work to be performed under this contract is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (Section 3). Additionally the consultant shall comply with HUD Section 3 requirements.